



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY BULLETIN

Class:	Office Technician (Typing)
Tenure:	Permanent
Time Base:	Full-Time
Salary:	\$2510 - \$3050

Under the general direction and lead of the Administrative Assistant I of the [Public Finance Division](#), this position provides clerical support for the Division. Duties are of a wide variety of complex and varied nature involving the use of independent judgment, the evaluation of complex situations, and taking appropriate action.

SPECIFIC DUTIES INCLUDE:

- Provides secretarial support to the managers and professional staff of the Public Finance Division. Reviews outgoing correspondence for consistency with Division and office policy as well as for format, grammar and spelling. Enters data, types, edits, creates and maintains forms, letters, reports and mailing lists using a typewriter and spreadsheet or database software on a personal computer. Completes special delivery packages and processes them in a timely manner. Maintains and updates library. Screens incoming correspondence and determines appropriate staff to respond. Tactfully answers and screens phone calls.
- Establishes, organizes and maintains bond files, filing system and records retention system, including files for highly sensitive documents related to bond financing programs administered by the Division. Assembles bond files.
- Relieves Managers of office details. Maintains Managers' calendar and notifies appropriate staff members of upcoming meetings. Schedules and coordinates meetings, conference rooms and conference calls; makes travel arrangements and completes travel claims for the Division. Receives, screens and announces visitors to the Division; and routes calls to the appropriate area for response. Sets up and maintains Manager's working files. As assigned, responsible for preparation and completeness of the monthly attendance records for payroll information. Sets up recording equipment for public meetings that require legal minutes.
- Distributes mail, makes photocopies, operates the fax machine, prints and distributes bond documents. Orders equipment and special supplies, serves as backup for other Public Finance Division clerical staff and performs other general clerical duties.

DESIRABLE QUALIFICATIONS:

- Ability to establish and maintain cooperative working relationships.
- Ability to work independently and under pressure.
- Ability to recognize issues of sensitivity and use tact and discretion.
- Ability to accept multiple assignments and to meet deadlines.
- Ability to type 40 words per minute.
- Experience using personal computers, including relational database applications and Windows software.
- Good attendance, work habits and dependability.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as an Office Technician (T) or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office, and Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "500-1139-003" next to the classification on your application/resume, i.e., Office Technician (T), PFD (500-1139-003).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only applicants with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100